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**Cc:** Packard, Elise[Packard.Elise@epa.gov]; Minoli, Kevin[Minoli.Kevin@epa.gov]; Rementer, Nicole[rementer.nicole@epa.gov]  
**From:** Walker, Denise  
**Sent:** Wed 4/18/2018 3:35:14 PM  
**Subject:** AO4 Centralization Management Update: Assignments: Week of April 17th

Management team:

I know there is a lot going on in the agency right now but I wanted to provide you with a quick “good news” update. Here are some (but certainly not all) of the things the AO4 team is working on this week. All the prep work that the team has done is finally starting to pay big dividends!

➤ “Project Purple” is in final production. This will be a ~1300 document production responsive to **25+ FOIAs** related to the beachhead team

### Ex. 5 - Deliberative Process

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➤ The team is sending another blast of **61 interim responses** this week. These are calendar records that were produced in litigation.

➤ The team is coordinating with ILPG to gather more records that have been produced in litigation and organize mass productions of those records to the corresponding FOIAs in the AO.

## Ex. 5 - Deliberative Process/AWP

➤ The team will be **closing out 10 “track 1” requests** this week.

➤ The team is working hard toward an April 30<sup>th</sup> full implementation date!

Please encourage your AO4 team members to complete their assignments and let them know your support their efforts as the process continues to evolve. Please reach out if you have questions. 202-564-6520

Best,

Denise

**From:** Rementer, Nicole

**Sent:** Tuesday, April 17, 2018 10:28 AM

**To:** Creech, Christopher <[Creech.Christopher@epa.gov](mailto:Creech.Christopher@epa.gov)>; Farren, Victor <[Farren.Victor@epa.gov](mailto:Farren.Victor@epa.gov)>; Hill, Kevin W. <[hill.kevinw@epa.gov](mailto:hill.kevinw@epa.gov)>; Labbe, Ken <[Labbe.Ken@epa.gov](mailto:Labbe.Ken@epa.gov)>; Moumbleaux, Joan <[moumbleaux.joan@epa.gov](mailto:moumbleaux.joan@epa.gov)>; Newton, Jonathan <[Newton.Jonathan@epa.gov](mailto:Newton.Jonathan@epa.gov)>; No, Fredrick <[No.Fredrick@epa.gov](mailto:No.Fredrick@epa.gov)>; Rementer, Nicole <[rementer.nicole@epa.gov](mailto:rementer.nicole@epa.gov)>; Teplitzky, Andy <[Teplitzky.Andy@epa.gov](mailto:Teplitzky.Andy@epa.gov)>; Tillery, Loreto <[Tillery.Loreto@epa.gov](mailto:Tillery.Loreto@epa.gov)>; Walker, Denise <[Walker.Denise@epa.gov](mailto:Walker.Denise@epa.gov)>; Yaeger, Ryan <[Yaeger.Ryan@epa.gov](mailto:Yaeger.Ryan@epa.gov)>

**Subject:** AO4 Assignments: Week of April 17th

Good morning, AO4 Team:

Below you will find this week's assignments. Please note, these assignments are **not optional**. AO4 management has tasked this team to centralize and implement this process. To be successful, we all need participation from **each and every member of the team**. If something comes up, please let a member of the control box know (Nicole, Chris, Joan, Kevin, Victor, Andy).

## Ex. 5 - Deliberative Process/AWP

SHOUT OUTS: Thank you ANDY for reviewing 500 of the Hupp Sisters AO4 1L documents!

Thank you LORETO and KEN for you hard work and ideas to start getting the Intake Team up and running by implementation!

This week's assignments should look similar to last week. **Our goals for this week**

are:

## • **Ex. 5 - Deliberative Process/AWP**

- Finalize Project Purple production;
- Create AO4 office in FOIAonline;
- Continue Organization and Coordination of Intake Process;
- Complete analysis of remaining records to search for requests related to travel vouchers and calendars;
- Complete round of interim releases of new Administrator calendar release; and
- Close out Track 1 Beta FOIA requests.

### \*Batches for Review in Relativity

Assignment for 4/17/18 to 4/23/18: 250 documents per person at a minimum. Each person is asked to endeavor to review 500 documents this week, though, depending on other AO4 tasks

### **Ex. 5 - Deliberative Process**

## **Ex. 5 - Deliberative Process**

## **Ex. 5 - Deliberative Process/AWP**

*If you have ANY questions about how to code a document, **send an email to Lynn Kelly, Casey Pickell, and Nicole.***

Note for OEX team members: The AO4 250 document review assignment is **in addition** to the weekly commitment OEX made to ILPG for litigation review.

### \*Project Purple Production:

**Nicole** will work to get the Project Purple production finalized this week.

**\*Create AO4 office in FOIAonline:**

**Nicole** will work to get the AO4 office created in FOIAonline.

**\*Intake Process Coordination**

**Chris, Loreto, and Ken** will continue to plan, organize, and coordinate the Intake process. They will work this week to start looking at incoming requests!

**\*Survey Administrator Travel Vouchers/Calendar FOIA Requests**

**Kevin** and **Victor** will survey the requests for Administrator's travel vouchers/calendar to determine what, if any, other records need to be searched to fully close out any of the requests. **Nicole** will help out as backup to **Victor**.

**\*Interim Release Blast for Administrator's May through January Calendar**

**Chris, Kevin, and Fred** will be heading up another interim release blast—this time for the Administrator's calendar (May through January). **Chris** will be the lead on organizing the efforts. We are waiting for the go ahead to begin the blitz. **Keep an eye out—there may be an all-hands call to assist with this effort!**

**\*Close Out Track 1 Beta Pilot Requests**

**Andy** and **Kevin** will closeout the remaining Track 1 Beta Pilot Requests, once we have the signed closeout letters.



Nicole M. Rementer

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